

STATE AND CONSUMER SERVICES AGENCY

# DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

## JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, MEDICAL CONDITION, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Los Angeles Housing Unit (**LIMITED-TERM FOR 24 MONTHS**)

**CLASSIFICATION:** Fair Employment and Housing Consultant I/Fair Employment & Housing Consultant II

**SALARY:** \$2724-\$4300/\$4255-\$5172

**FINAL FILING DATE:** Until Filled

### DUTIES:

Participate in training designed to develop and maintain skills necessary to serve as a Consultant. Investigate complaints of discrimination in housing. Analyze issues, design strategies for investigation, prepare formal discovery attempts, interview witnesses, attempt settlements. Prepare written reports of investigations. Maintain records necessary to control and manage caseload, including diaries, logs, reports. Confer with supervisor on progress. Prepare for and participate in efforts at conciliation. May participate in public hearings. May accept new complaints and/or advise and counsel the public on proposed complaints of discrimination; explain jurisdiction and procedures; draft complaints; interview prospective complainants; properly prepare paperwork and, where necessary, directly serve complaints.

### DESIRABLE QUALIFICATIONS:

Ability to analyze data and draw conclusions, to learn and apply laws and regulations, and to follow established procedures; knowledge of the problems of protected groups, minorities, women and disabled in securing employment and access to housing; good writing skills; sensitivity and tact in dealing with people. Willingness to work irregular hours and to travel widely within an assigned area. Ability to operate a computer and knowledge of Excel and Word software programs.

### WHO SHOULD APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for the classification indicated, or be reachable on a current employment list for the classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

### SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

(916) 478-7229  
TTY (800) 700-2320

ISSUE DATE: 01/19/07